



Arnold Schwarzenegger, Governor
Sunne Wright McPeak, Secretary, Business, Transportation & Housing Agency
Jeff Davi, Real Estate Commissioner

PROMOTIONAL EXAMINATION
CALIFORNIA DEPARTMENT OF
REAL ESTATE

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EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DOMESTIC PARTNERSHIP, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

ACCOUNTING TECHNICIAN

HOW TO APPLY Applications (Form Std. 678) must be postmarked no later than the application deadline. Applications postmarked, personally delivered or received via interoffice mail after the application deadline will not be accepted for any reason.

WHERE TO APPLY DEPARTMENT OF REAL ESTATE
2201 BROADWAY, Attn: (MW)
PO BOX 187000
SACRAMENTO, CA. 95818-7000
Testing Information: (916) 227-0802

Note: If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination and/or Employment Application." You will be contacted to make specific arrangements.

APPLICATION DEADLINE October 12, 2005

PANEL INTERVIEW It is anticipated that interviews will be held during December 2005/January 2006.

SALARY RANGE \$2465 - 2998

ELIGIBILITY REQUIREMENTS Applicants must have a permanent civil service appointment with the Department of Real Estate or meet the criteria outlined in State Personnel Board Rules 234 or 235 as of July 21, 2005 in order to compete in this examination.

MINIMUM QUALIFICATIONS All applicants must meet the education and/or experience requirements for this examination by the application deadline. **NOTE:** All applications/resumes must include: "to" and "from" dates (month/day/year); time base, civil service class titles, and duties. Applications/resumes received without this information will be rejected.

Experience: Two years of experience in keeping or reviewing accounting or fiscal records, or three years of general clerical experience.

And

Education: Completion of at least nine semester hours of a professional accounting curriculum. (Additional experience in keeping or reviewing accounting or fiscal records may be substituted for the required education on the basis of one year of experience for six semester hours of accounting training.)

(Completion of a professional accounting curriculum comprising at least 16 semester hours in accounting, given by a recognized residence or correspondence school may be substituted for the required education and experience.)

JOB: DESCRIPTION The class of Accounting Technician includes such assignments as the maintenance of general ledger and budgetary control accounts, or the maintenance of a complex revolving fund account. Such duties as the preparation of purchase requisitions, the keeping of property inventory records, and the making of arithmetical computations and tabulations are considered of a clerical nature and such duties alone do not constitute work typical of the class, although they may be performed by incumbents along with account-keeping functions.

Positions in this class are not supervisory, but may exercise lead responsibilities.

POSITION LOCATION Positions are located in Sacramento.

EXAM INFORMATION This examination will consist of an interview weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview.

COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

SCOPE	<p>Knowledge of:</p> <ol style="list-style-type: none">Basic mathematical concepts and principles, including addition, subtraction, multiplication, division, fractions, percentages, and profit and loss, necessary to perform auditing and processing of accounting documents.Basic principles and practices of financial record keeping to maintain (check and balance) accounting records.Basic principles of accounting (e.g., debit and credit) in order to post and correct accounting transactions.Basic computer software (e.g., Microsoft Word, Microsoft Excel) to prepare accounting documents. <p>B. Ability to:</p> <ol style="list-style-type: none">Read and understand written directions.Make arithmetical computations rapidly and accurately.Apply rules and regulations in processing of accounting documents.Analyze data and draw logical conclusions in processing accounting documents.Act as a lead person and to give instructions effectively and professionally.Audit numerical data to identify discrepancies.Interpret contracts to accurately apply terms and conditions.Count and disburse currency accurately in order to maintain a balanced petty cash fund. <p>If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason it is <u>especially important</u> that each candidate take special care in accurately and completely filling out their application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven year limit printed on the application. Supplementary information will be accepted, but read the "<u>Requirements for Admittance to the Examination</u>" carefully to see what kind of information will be useful to the staff doing the evaluation.</p>
ELIGIBLE LIST INFORMATION	<p>A departmental promotional eligible list will be established for the Department of Real Estate. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.</p>
VETERANS PREFERENCE	<p>Veterans Preference credit is not granted in promotional examinations.</p>

GENERAL INFORMATION

The Department of Real Estate reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

It is the candidate's responsibility to contact the Department of Real Estate Personnel Office (916) 227-0802 four weeks after submitting an application if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board, local offices of the Employment Development Department and the Department of Real Estate. The Examination and/or Employment Application form (Std 678) is accessible via the Internet at <http://www.spb.ca.gov>.

If you meet the requirements stated on the reverse, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. The candidate's performance in the examination described on this bulletin will be rated against predetermined rating criteria. All candidates who pass will be ranked according to their scores.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by examination, regardless of date, must be used in the following order; 1) subdivisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil services status and eligibility for promotional examination. These rules may be reviewed at departmental personnel offices or at the Information Center of the State Personnel Board.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigations may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

It is an Objective of the State of California to Achieve a Drug-Free Work Place. Any applicant for State Employment will be expected to Behave in Accordance with this Objective Because the Use of Illegal Drugs is Inconsistent with the Law of the State, The Rules Governing Civil Service and the Special Trust Placed in Public Servants.
Only individuals lawfully authorized to work in the United States will be hired.

TDD is a Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD Device.			
TDD: 1-800-735-2929		From Voice Phones: 1-800-735-2922	